

**2012**

**VET TEACHER TRAINING**

**PROGRAM**

***Information for***

***Regional Vocational Education Consultants (RVECs)***

***Vocational Education in Schools Directorate***



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***Please Note:***

This handbook has been developed to support the NSW Department of Education and Communities, Regional Vocational Education Consultant (RVEC) in managing Vocational Education and Training (VET) Teacher Training issues and processes. All information included is correct at the time of printing. Changes may occur from time to time that are beyond our control. VET Teacher Training will endeavour to keep you up-to-date. If any questions arise, please discuss these with the relevant project officer (details on page 4).

**INTRODUCTION**

*The Vocational Education in Schools Directorate (VET Teacher Training) coordinates approved training programs for secondary teachers to deliver and assess Vocational Education and Training (VET) Curriculum Framework Courses.*

*The minimum training requirement for all industry curriculum frameworks is to the level required for the delivery of a 240 hour course. Schools may then determine course structure based on 120 or 240 hour options, as appropriate to their needs.*

*From 2010, teachers of Board Endorsed VET Courses (BECs), are required to attend a 1 day Methodology Orientation to VET with presentations by the Board of Studies and Vocational Education in Schools Directorate officers. This enables teachers to then participate in the Certificate IV Training and Assessment (TAE40110) program if they hold or are undertaking a relevant AQF qualification for delivery of a Board Endorsed VET Course. Teachers will join the regional Certificate IV project day to complete this qualification.*

*Further information and the application form for the Certificate IV Training and Assessment (VET Board Endorsed Courses) are provided in the appendices.*

*Where a need for additional accreditation or updates arises in any industry curriculum framework, arrangements will be put in place to support teachers to meet the new requirements.*

***IT IS THE RESPONSIBILITY OF   
REGISTERED TRAINING ORGANISATIONS (RTOs)  
TO ENSURE ALL STAFF DELIVERING VET   
IN THEIR SCHOOLS ARE APPROPRIATELY:***

* ***TRAINED***
* ***QUALIFIED &***
* ***CURRENT***

**THE VET TEACHER TRAINING TEAM**

|  |  |  |
| --- | --- | --- |
| **Name** | **Area of Responsibility** | **Phone / Fax** |
| Glen Bennett Principal Education Officer | Oversight of VET Teacher Training program | Ph: 9244 5205 |
| Debbie Nilsson Senior Coordinator | General inquiries about teacher training issues:   * policy * post graduate training * pre service training   Training program inquiries for:   * Construction * Information Technology * Primary Industries   Inquiries about:   * finance/funding allocations * Certificate IV TAE 40110 * 2012 VET ICF Methodology Orientations | Ph: 9266 8966  Fax: 9266 8288 |
| **TBA**  Coordinator | Training program inquiries for:   * Business Services * Retail Services * Certificate IV TAE 40110 (New Program) * Cert IV upgrade (Upgrade from BSZ) * 2012 VET BEC Methodology Orientations   Inquiries about:   * 2012 VET ICF Methodology Orientations | Ph: 9244 5093  Fax: 9266 8288 |
| Joe Jimenez Coordinator | Training program inquiries for:   * Metal and Engineering * Hospitality * Entertainment   Inquiries about:   * 2012 VET ICF Methodology Orientations | Ph: 9244 5141  Fax: 9266 8288 |
| **Janie Iwanec**  Project Officer | Training program enquires for:   * Hospitality Gap Training (Environment unit and Commercial Cookery holistic unit RPL) | Ph: 9244 5250  Fax: 9266 8288 |

**Postal Address:** Vocational Education in Schools Directorate

Locked Bag 53,

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**TEACHER TRAINING OVERVIEW 2012**

An overview of teacher training programs and what trained teachers are accredited to teach is provided in the **Industry Curriculum Information Guide (ICIG).**

Access to current information is through the Vocational Education in Schools Directorate website via the NSW DEC intranet. <https://detwww.det.nsw.edu.au/directorates/vet_schools/vet-in-Schools/frameworks.html>

Further queries regarding VET implementation issues as outlined in ICIG can be addressed to the directorate for Vocational Education in Schools.

**All accredited vocational courses must be delivered by  
an accredited teacher.**

* Refer to ICIG for information regarding training and accreditation.

**VET TEACHER TRAINING IN SEMESTER 1: 2012**

Training will be available in Semester 1: 2012 for the following groups of teachers. More detailed information on each category appears below for:

*(a) Replacement teachers (if approved)*

*(b) RTO funded teachers*

*(c) School funded teachers*

*(d) Self funded teachers*

The current guidelines to assist VET Consultants and Regional Committees have been provided (pages 15-16). Application forms should be submitted by the RVEC with the Nomination Summary Sheet (pages 17-18) as a cover sheet.

From 2011 all application forms are available on the Vocational Education in Schools Directorate website via the NSW DET intranet <https://detwww.det.nsw.edu.au/directorates/vet_schools/>

***(a) Replacement Teachers***

A replacement teacher training nomination may be approved where a class is ***in place*** and the accredited teacher has left the school or taken leave for more than a term and there is not another accredited teacher in the school. (No class, no need for emergency replacement!)

All other options for filling gaps must be used before a replacement teacher will be trained. Options may include:

* Allocating the class to another trained teacher on staff.

*(An accredited classroom teacher is expected to take at least two classes. An accredited Head Teacher is expected to take at least one class. Schools should be advised that if they choose to timetable classes so that this cannot happen they will* ***not*** *automatically qualify for another teacher to be funded for training as a replacement.)*

* Employing a TAFE teacher or arranging TAFE delivery
* Collaborating with another nearby school to deliver the course for the required period.

Replacement training positions are funded by the Vocational Education in Schools Directorate. Only permanent full-time, part-time and temporary teachers are eligible to be nominated for training.

**PLEASE NOTE:**

**SCHOOLS SHOULD NOT FORM A CLASS IN THE EXPECTATION OF HAVING   
A TEACHER TRAINED.**

**VET TEACHER TRAINING IN SEMESTER 1: 2012** *continued*

***(b) RTO Funded Teachers****\**

RTOs may fund teacher training applicants using regional funds. Payment for all training components completed must be received prior to accreditation being finalised.

*\*****Please Note:*** *This does* ***NOT*** *include funds allocated by the VEiSD to regions in Semester 2: 2012. The region is responsible for all training costs, including relief, travel, meals and accommodation.*

***(c) School Funded Teachers***

Schools may fund teacher training. The school is responsible for all training costs, including relief, travel, meals and accommodation. Payment for all training components completed must be received prior to accreditation being finalised.

***(d) Self - Funded Teachers***

Individual teachers may apply for training and should refer to ICIG for information regarding teacher training entry requirements. Self-funded applicants are responsible for all training costs, including: loss of wages during training components, travel, meals and accommodation. Payment for all training components completed must be received prior to accreditation being finalised.

*Replacement applicants are given priority. RTO-funded, school and self-funded participants may be offered a place in a training program if there are vacancies.*

**TEACHER TRAINING IN SEMESTER 2: 2012**

Training will be available in Semester 2: 2012, commencing in August for:

*(a) Replacement*

*(b) RTO funded teachers*

*(c) School funded teachers*

*(d) Self funded teachers*

*(e) Allocation funded teachers*

***(e) Allocation Funded Teachers***

Funding will be allocated to Regions in May for additional VET teacher training places in Semester 2: 2012. Funding for any replacement teachers is additional to this allocation and dependent upon options as outlined in **(a)** on previous page.

Schools should forward their applications to the Region. Regional committees decide which applicants will be funded on the basis of local needs and priorities.

Funded teachers must be ***permanent*** DET teachers and meet training entry requirements as set out in the ICIG.

**The Nomination Process**

**PLEASE NOTE:**

There is a new and updated format and information required in the 2012 forms.

1. **RVECs** receive training nominations from schools on **MONDAY 6th FEBRUARY 2012** and ***check***:
   * entry into training program requirements (attach printout from personnel data screen if possible) - see page 11 for further information.
   * ***validity*** of “emergency replacement” need (refer page 6)
   * completion of ***all*** forms (with signatures in correct boxes)
2. **RVECs** forward all nominations and associated paperwork to VET Teacher Training, Vocational Education in Schools Directorate (VEiSD) with completed Summary Nomination Form - Semester 1: 2012 Teacher Training Nominations *(*page 21*)*by **FRIDAY 10th FEBRUARY 2012**.
3. On confirming training places, the VEiSD then seeks a signed agreement from teachers that they will endeavour to complete all training components within **6 MONTHS**, and the *Approval to Travel* form (signed by the Principal). VEiSD will also confirm details of flights, accommodation bookings and RPL granted, where applicable.

**Air Travel and Accommodation**

* VEiSD will book and pay for travel and accommodation for “emergency replacement” applicants (as well as “allocation - funded” applicants in Semester 2:2012).
* VEiSD will book and pay for accommodation requested for RTO, school and self funded participants if forms are accompanied by **a letter of agreement to reimburse VEiSD** for expenses incurred.
* VEiSD recommends that participants who are NOT replacement or allocation funded make their own travel and accommodation bookings.

## Semester 1: 2012 Methodology Orientation training dates

## The PROPOSED Schedule for training in Semester One Orientation is as follows.

## Please note: there may be some changes to this schedule as we confirm presenters, etc:

**Week 1:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Dates** | **Framework** | **Participants (estimate)** | **Program** | **Requested room** | **Proposed**  **Coordinator** |
| **Monday 12 & Tues 13 March** | **Construction** | **25-30** | **Orientation**  **2 days** | **Robinson/ William** | **Debbie Nilsson** |
| **Wed 14 & Thurs 15 March** | **25-30** | **Skills assessment /OHS** | **Robinson/ Northern Beaches College TAFE** | **Stuart Hannah**  **OHS trainer** |
| **Monday 12 & Tues 13 March** | **Hospitality** | **25-30** | **Orientation**  **(Stage 2)**  **2 days** | **Stanley** | **Joe Jimenez** |
| **Wednesday 14 March to Friday 16 March** | **Hospitality** | **25-30** | **Stage 3** | **N/A** | **Joe Jimenez** |
| **Wed 14 March and Thurs 15 March** | **Business Services** | **20-25** | **Orientation**  **2 days** | **Stanley** | **tba** |
| **Fri 16 March** | **TAFE Assessment Day** | **N/A** | **St George TAFE** |
| **Thurs 15 and Fri 16 March** | **Entertainment**  **Industry** | **10-15** | **Orientation**  **2 days** | **William** | **Joe Jimenez** |
| **Fri 16 March** | **BEC** | **30** | **Orientation**  **1 day** | **Stanley** | **tba** |

**Week 2:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Mon 19 and Tues 20 March** | **Primary Industries** | **10-12** | **Orientation**  **2 days** | **Haig** | **Debbie Nilsson** |
| **Mon 19 and Tues 20 March** | **Metal and Engineering** | **15** | **Orientation**  **2 days** | **Stanley** | **Joe Jimenez** |
| **Wed 21 March** | **Skills Assessment** |  | **Ultimo College of TAFE** |
| **Wed 21 and Thur 22 March** | **Retail** | **15** | **Orientation**  **2 days** | **Stanley** | **tba** |
| **Wed 21 and Thur 22 March** | **Information Technology** | **20-25** | **Orientation**  **2 days** | **Robinson/**  **William** | **Debbie Nilsson** |

# Industry Specific Training

# Please refer to attached calendar (see Appendix) for dates. Please note that these will be confirmed at time of Methodology Orientation. If there are any major changes, you will be notified.estimated Training Costs – Semester 1: 2012

**PLEASE NOTE:**

**THIS INFORMATION IS PROVIDED AS A GUIDE ONLY AND FINAL COSTS MAY VARY**

Costs can include training delivery, teacher relief ($316.13, *as at November 2011*), travel and accommodation. This can vary widely.

Funds are retained “centrally” (VET Teacher Training) to pay for travel, accommodation and relief for participants funded through: **(a)** Replacement

**(b)** Allocation (new) teacher participants (for Semester 2: 2012 only).

**RTO, school and self-funded participants should check costs at the time of applying for a training course to ensure all costs can be met.**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Course/ Component | **VET Methodology Orientation** | **Industry Specific Training** | **Other components of training** | **Cert. IV Training and Assessment** | **Cost of Training (EXCLUDING relief)** | **Training**  **relief costs** ($316.13 / day) | **TOTAL COST of training (INCLUDING relief)** |
| **Business Services**  6 days | **$400**  2 days | **$800**  1 day TAFE Assessment + Recognition Folio | 1 day Industry Placement | **$400**  2 days | Approx **$1600.00** | **$1896.78**  6 days | Approx  **$3496.78** |
| **Construction**  10 days | **$400**  2 days | **$1200**  5 days | **$180**  OH&S - 1 day | **$400**  2 days | Approx **$2180.00** | **$3161.30**  10 days | Approx  **$5341.30** |
| **Entertainment**  14 days | **$400**  2 days | **$4200** 9 days |  | **$400**  2 days | Approx **$5175.00** | **$4109.69**  13 days | Approx  **$9284.69** |
| **Hospitality**  **Kitchen Ops/ Commercial Cookery**  16 days | **$400**  2 days | **$2500(tbc)**  8 days | Up to 6 days Industry Placement (12 service periods) | **$400**  2 days | Approx **$3300(tbc)** | **$5690.34**  18 days | Approx  **$8990.34** |
| **Food & Beverage\*** 11 days | N/A | **$1055**  5 days | Up to 6 days Industry Placement (12 service periods) | N/A | Approx **$1055** | **$3477.43**  11 days | Approx  **$4532.43** |
| **Information Technology**  9 days | **$400**  2 days | **$700 - $1050**  4 days  Phase 1-$700  Phase 2-$900  Phase 3-$1050 | Industry Placement  1 day | **$400**  2 days | Approx **$1500-1850.00** | **$2749.68**  9 days | Approx **$4300-4600** |
| **Metals & Engineering**  11 days | **$400**  2 days | **$1000**  5 days | Industry Placement  2 days | **$400**  2 days | Approx **$1800.00** | **$3360.72**  11 days | Approx **$5050** |
| **Retail**  14 days | **$400**  2 days | **$550**  5 days | Industry Placement  5 days | **$400**  2 days | Approx **$1350.00** | **$4425.82**  14 days | Approx  **$5775.82** |
| **Primary Industries**  15 days | **$400**  2 days | On-farm training  **$1200**  6 days | Chemical User & Tractor Safety Instructor Training  5 days -**$1000** | **$400**  2 days | Approx  **$3000.00** | **$4741.95**  15 days | Approx  **$7741.95** |
| **VET BEC Orientation**  1 day | **$200**  **1 day** | N/A Coordinated by regions | N/A  Coordinated by regions | **$400**  2 days | Approx  **$600** | **$948.39**  3 days | Approx  **$1548.39** |

# Entry Requirements

Teachers are required to note on their training nomination form ONLY the codes for subjects they are accredited to teach. A print out of the codes should be attached to the Application Form.

The Vocational Education in Schools Directorate undertakes a check of the personnel database to ensure the information provided is accurate. Your assistance in attaching this printout to a training nomination will enable speedier processing of nominations. In general, we look for the following codes to determine if a teacher meets the entry requirements:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **VET Training Program** | **To meet entry**, an applicant must have at least one of the following: | | | | |
| **STAFFING CODE/S** | | | **OR:** | |
| (**VBS**) Business Services | BST | Business Studies | | Certificate II or higher Business Administration qualification | |
| ECO | Economics | |
| COM | Commerce | |
| (**VCG**) Construction |  | Accreditation to deliver Industrial Technology – Building and Construction (ITB) or Timber (ITW) or Metals (ITM)  **plus:**  A degree with a major in industrial design, industrial technology or technics areas or engineering (3 years of degree level study with at least 4 units at level 2 or above) including studies in areas such as wood, metals, technical drawing and engineering studies  **OR**  D&T degree **plus** 2 years experience in teaching Stage 6 Industrial Technology  **Applicants applying via this pathway will be required to provide:**   * A letter from Head Teacher, countersigned by Principal verifying 2 years teaching of Stage 6 Industrial Technology (Timber) has been completed * Photographic evidence of major projects that the teacher has supervised for Stage 6 Industrial Technology (Timber), verified by the Principal   **OR**  Relevant AQF qualifications | | Certificate II in Construction Pathways  or  Certificate II in Construction | |
|  |  | |
|  | | |
| (**VNG)** Entertainment General Entertainment | *By RPL ONLY (use Entertainment RPL form)* | | | | |
| (**VHO**) Hospitality (Commercial Cookery)  (**VHF**) Hospitality  (Food and Beverage) | FTY Food Technology | | | | Certificate I or higher level qualification aligned to hospitality or catering |
|  | |  | |  |
| (**VIF**) Information Technology | IPT | | Information Processes and Technology | | Certificate III or higher level in Information Technology |
| SDD | | Software and Design | |
| CST | | Computing Studies (PRE-2003) | |
| (**VEG**) Metal and Engineering |  | | Accreditation to deliver Industrial Technology – Building and Construction (ITB) or Timber (ITW) or Metals (ITM)  **plus:**  A degree with a major in industrial design, industrial technology or technics areas or engineering (3 years of degree level study with at least 4 units at level 2 or above) including studies in areas such as wood, metals, technical drawing and engineering studies  **OR**  D&T degree **plus** 2 years experience in teaching Stage 6 Industrial Technology  **Applicants applying via this pathway will be required to provide:**   * A letter from Head Teacher, countersigned by Principal verifying 2 years teaching of Stage 6 Industrial Technology (Timber) has been completed * Photographic evidence of major projects that the teacher has supervised for Stage 6 Industrial Technology (Timber), verified by the Principal   **OR**  Relevant AQF qualifications | | Certificate II  or higher level in Engineering (Production Technology) |
|  | | | |
| (**VPG**) Primary Industries  (**VPH**) Horticulture | AGR | | Agriculture | | Certificate II or higher level in Agriculture |
|  | |  |
| (**VRO**) Retail Services | BST | | Business Studies | | Certificate II or higher level in Retail |
| ECO | | Economics | |
| COM | | Commerce | |

\*RPL - refer to page 12 for further information.

***Please Note:***

All training nominations for Hospitality, Construction and Metal & Engineering must include the applicant’s university academic transcript. This is required to determine whether a teacher meets the agreed entry requirements for training to deliver these VET subjects.

## APPLICATION REVIEW PROCESS 2012

Nominated teachers who have **recent and relevant experience and/or qualifications** in the related industry area may wish to seek **EXEMPTIONS** for either:

🗹 **Entry to training** (if they don’t meet the entry requirement) and/or

🗹 **Exemption from components of training**

All applications must be made with reference to the teacher training program, including the entry requirement for that course. Teachers should become familiar with the Industry Curriculum Framework Stage 6 Syllabus (particularly part B), and **map the Units/Elements of Competency to their own training or experience** if they are considering applying for formal RPL (Recognition of Prior Learning) through an RTO.

**PLEASE NOTE CHANGES TO FORMAL RPL PROCEDURES FROM 2012**

The VET Teacher Training team will no longer be involved in the formal process of RPL between the teacher and the training provider assessing the RPL for individual teachers. The VET Teacher Training team will facilitate the connection between the teacher and the training provider in the first instance however we will not be involved in tracking the application nor communicating the outcome. This will occur between the teacher and the training provider only.

**Teachers applying for entry to a training program from outside the KLA or subject area should have had extensive, relevant industry experience or other training.** The teacher training programs assume considerable teacher/industry knowledge as a starting point for training. Usually only **recent** experience will be considered relevant. *(What is considered “recent” varies between framework areas. Some ICFs require currency in the last one to two years).*

Teachers applying for **exemption from components of training** must be able to support their application with primary evidence of recent qualifications and/or experience.

Appropriate evidence to support an RPL application might include:

* **Academic Transcripts** from TAFE/university courses undertaken, particularly in the last 3 years, relevant to the course for which RPL is being sought
* **References** from industry representatives and/or workplace supervisors for whom the applicant has worked. References should be on business letterhead and include details of period of employment, work undertaken and relevance to school VET course, as well as a***contact name and phone number*** for verification.

# 2005 MEMO RE: TEACHERS ENROLLING IN DEC RTOs

The following advice was forwarded to RTOs in 2005. For this reason, applications for RPL from teachers who attained their VET qualifications from a DEC RTO whilst a member of the teaching profession **will not be approved.**

**MEMORANDUM TO**

**ALL SECONDARY SCHOOLS**

**& CENTRAL SCHOOLS**

**REGIONAL DIRECTORS**

**SCHOOL EDUCATION DIRECTORS**

**D/N05/00292**

**TEACHERS ENROLLED AS VET SCHOOL STUDENTS**

Some schools, through their DET Registered Training Organisations (RTOs), have enrolled current teaching staff in school-delivered VET courses for the purpose of having them recognised as qualified to deliver the courses to students in the DET RTO’s schools.

These teachers have been entered by the schools on eBOS-VCS as school students and their AQF credentials were issued by the Board of Studies.

It is of concern that industry could question the validity of the credentials of teachers delivering VET in schools if a qualification was gained in this manner. School delivered VET relies on the fact that its trainers are externally credentialed to ensure credibility in the VET sector.

The Legal Services Directorate has advised that this process could constitute a breach of the Department’s Code of Conduct, the Corruption Prevention Policy and the requirements of the Teachers Award leading to possible disciplinary action. No currently practising teachers are to be enrolled in schools as school students, nor to be included as students in VET classes.

Thank you for your support with this matter.

Gillian Shadwick

**General Manager, Learning and Development**

4 August 2005

**SEMESTER 1: 2012 TIMELINE**

*(Including some recommended dates for VET consultants)*

|  |  |
| --- | --- |
| 27 Jan – 6February | **RVECs** contact schools to determine replacement teacher requirements and obtain RPL applications where applicable |
| 6 February | Schools send completed teacher training application forms and RPL applications **to RVECs** |
| 10 February | VET Consultants send RPL applications and approved teacher application forms **to VET Teacher Training** |
| 16 February | Applications considered by ARC (Application Review Committee) |
| 21 February | VET Consultants and applicants advised of outcomes of RPL applications |
| 12-23 March | **VET Methodology Orientation**  *Refer to schedule on page 9 for more information.* |
| T.B.C. April - June | **Semester 1 - Industry Specific (TAFE) Training**  *Refer to draft 2012 calendar in Appendix for more information.* |
| 14 May – 4 June | VET Consultants contact schools for teacher training nominations and RPL applications for **Semester 2: 2012**. |

**Please Note:**

* Teachers will be contacted directly by VET Teacher Training via their DEC email account regarding their Orientation and Industry Specific Training.
* Regions need to contact schools and teachers to organise workshops for Certificate IV in Training and Assessment (TAE40110). These workshops should occur after Orientation and preferably before the end of Term 1, 2012.

**REGIONAL committee Guidelines**

PRIORITISING TEACHER NOMINATIONS FOR TRAINING PLACES  
SCHOOL DELIVERED VET COURSES

These guidelines are intended to assist regional committees to prioritise teacher training nominations for HSC VET course delivery.

All teacher training nominations from schools should be considered in terms of the most effective use of resources in the local area.

Final decision about ***priorities for the local area and allocation of semester two notional funds*** rests with the regional committees.

**Final approval for training rests with the VET Teacher Training team, Vocational Education in Schools Directorate.**

**Submissions from schools for a teacher training place should demonstrate that**:

* the qualification outcome of the course is on the RTO’s scope of registration
* the course will meet students’ educational and vocational needs
* a **school-delivered** course is the best option for students at that school
* the industry area proposed will expand students’ employment options
* collaboration between local schools, the local TAFE college and other providers has been considered
* the nominated teacher has the appropriate subject specialisations and is willing to undertake the training and deliver the course
* the school can effectively manage the delivery of the course including in-school organisation and coordination of student work placements
* teachers, students and parentsare familiar with course requirements. This is particularly important with courses which may have significant (and costly) resource requirements
* there is a school commitment to deliver the course and significant student interest
* where the school has other VET trained teachers, there is a history of effective use of those teachers
* where feasible, the school and the teacher will be willing to deliver the course to students from other schools in the area
* the principal has consulted with the teacher in terms of *sub clause 9.2 of the Crown Employees (Teachers in Schools and TAFE and Related Employees) Salaries and Conditions Award* in relation to the possibility of being programmed to teach in more than one location.

**Regional/SEG committees should also consider the following when determining priorities:**

**1. Application forms**

* All parts of nomination forms have been completed and signed by both the principal and the nominated teacher and other relevant parties depending on the funding source.

**2. Teacher qualification requirements**

* The nominated teacher meets the current entry requirements to training to deliver the nominated course. A printout of teacher’s staffing codes is attached to the application.

**3. Teacher employment status**

* The nominated teacher should be **permanent full-time** or **permanent part-time**.
* If the teacher is **permanent part-time**, the teacher must be timetabled so that s/he can teach **ALL** elements of the course.

**4. Teacher and school commitment and quality assurance requirements**

* The principal must ensure that:
  + the nominated teacher understands the nature and extent of the training program
  + the nominated teacher has been consulted in terms of *the* Crown Employees *(Teachers in Schools and TAFE and Related Employees*) *Salaries and Conditions Award*
  + only a trained and accredited VET teacher is timetabled to deliver a VET course. Another accredited teacher should be timetabled if for any reason the timetabled teacher becomes unavailable to deliver the course
  + the course is sustainable in terms of resources and work placements in the local area
  + the timetable supports the delivery of a VET course, eg offers extended periods appropriate to competency-based courses, configures subject lines to optimise student participation.
* The nominated teacher:
  + must be committed to completing all components of training and to delivering the course
  + should be committed to remain at the school to deliver the course for the current cohort of students (up to 2 years).

**5. Factors supporting a nomination**

* The school is offering other accredited courses and has a strong commitment to provision of vocational courses
* The teachers in the school who are delivering other VET courses have completed all components of training (especially the industry placement for courses where it is required: Retail, Hospitality, Business Services, Information Technology, Metal & Engineering)
* The school is already offering the course and training the nominated teacher will support expanding student interest.
* The course will definitely be offered in the following year (or in some cases in the same year)

**6. Factors not supporting a nomination**

* The school has trained VET teachers on staff but is not implementing VET courses.
* It is more feasible for the students to access the course through another form of delivery eg through TAFE, another provider or in collaboration with another school

DEC Term 1

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Week** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
|  | 9/01 | 10/01 | 11/01 | 12/01 | 13/01 |
|  | 16/01 | 17/01 | 18/01 | 19/01 | 20/01 |
| **1** | 23/01 | 24/01 | 25/01 | 26/01  AUSTRALIA DAY | 27/01 |
| **2** | 30/01 | 31/02 | 1/02 | 2/02 | 3/02 |
| **3** | 6/02  Teachers submit forms to RVECS | 7/02 | 8/02 | 9/02 | 10/02  RVECs submit forms to VTT |
| **4** | 13/02 | 14/02 | 15/02 | 16/02  Application Review Committee (ARC) Panel | 17/02 |
| **5** | 20/02 | 21/02  HOSPITALITY- Stage 1  RVECs advised of ARC outcomes | 22/02 | 23/02 | 24/02 |
| **6** | 27/02  HOSPITALITY- Stage 1 | 28/02 | 29/02 | 1/03 | 2/03 |
| **7** | 5/03  HOSPITALITY- Stage 1 | 6/03 | 7/03 | 8/03 | 9/03 |
| **8**  CONSTRUCTION ORIENTATION  HOSPITALITY ORIENTATION- Stage 2 | 12/03 | 13/03  HOSPITALITY - Stage 3  BUSINESS SERVICES ORIENTATION  Skills Assessment / OH&S | 14/03  ENTERTAINMENT ORIENTATION | 15/03  BEC ORIENTATION  BUSINESS ASSESS | 16/03 |
| **9**  PRIMARY INDUSTRIES ORIENTATION  METAL & ENGINEERING ORIENTATION  HOSPITALITY- Stage 4 | 19/03 | 20/03  RETAIL ORIENTATION  INFORMATION TECHOLOGY ORIENTATION | 21/03  TAFE Assessment Day | 22/03 | 23/03 |
| **10** | 26/03  HOSPITALITY- Stage 4 | 27/03 | 28/03 | 29/03 | 30/03 |
| **11** | 2/04  HOSPITALITY- Stage 4 | 3/04 | 4/04 | 5/04 | 6/04 |
|  | 9/04 | 12/04 | 13/04 | 14/04 | 15/04 |

DEC Term 2

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| **Week** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
|  | 16/04 | 17/04 | 18/04 | 19/04 | 20/04 |
| **1**  HOSPITALITY - Stage 5 (Group 1) | 23/04 | 24/04 | 25/04 | 26/04 | 27/04 |
| **2**  ENTERTAINMENT INDUSTRY Week 1  HOSPITALITY - Stage 5 (Group 2) | 30/04 | 1/05 | 2/05 | 3/05 | 4/05 |
| **3**  ENTERTAINMENT INDUSTRY Week 2  HOSPITALITY - Stage 5 (Group 3) | 7/05 | 8/05  IST- INFORMATION TECHNOLOGY | 9/05 | 10/05 | 11/05 |
| **4** | 14/05 | 15/05 | 16/05 | 17/05 | 18/05 |
| **5**  IST- RETAIL | 21/05 | 22/05 | 23/05 | 24/05 | 25/05 |
| **6** | 28/05 | 29/05 | 30/05 | 31/05 | 1/06 |
| **7**  IST - PRIMARY INDUSTRIES | 4/06 | 5/06 | 6/06 | 7/06 | 8/06 |
| **8** | 11/06  QUEEENS BIRTHDAY | 12/06  Teachers submit forms to RVECS | 13/06 | 14/06 | 15/06  RVECs submit forms to VTT  RVECs Submit  Cert IV TAE  projects to TAFE |
| **9**  IST - PRIMARY INDUSTRIES | 18/06 | 19/06 | 20/06 | 21/06  ARC Panel | 22/06 |
| **10** | 25/06 | 26/06 | 27/06 | 28/06 | 29/07 |
|  | 2/07 | 3/07 | 4/07 | 5/07 | 6/07 |

DEC Term 3

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| **Week** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
|  | 9/07 | 10/07 | 11/07 | 12/07 | 13/07 |
| **1** | 16/07  SDD  HOSPITALITY- Stage 1 | 17/07 | 18/07 | 19/07 | 20/07 |
| **2** | 23/07  HOSPITALITY- Stage 1 | 24/07 | 25/07 | 26/07 | 27/07 |
| **3** | 30/07  HOSPITALITY- Stage 1 | 31/07 | 1/08 | 2/08 | 3/08 |
| **4**  HOSPITALITY- Stage 1 | 6/08 | 7/08 | 8/08 | 9/08 | 10/08 |
| **5**  CONSTRUCTION ORIENTATION  HOSPITALITY ORIENTATION – Stage 2 | 13/08 | 14/08  BUSINESS SERVICES ORIENTATION | 15/08  HOSPITALITY - Stage 3  ENTERTAINMENT ORIENTATION  Skills Assessment / OH&S | 16/08 | 17/08  BUSINESS ASSESS  BEC ORIENTATION |
| **6**  PRIMARY INDUSTRIES ORIENTATION  METAL & ENGINEERING ORIENTATION | 20/08  HOSPITALITY- Stage 4 | 21/08 | 22/08  INFORMATION TECHOLOGY ORIENTATION  RETAIL ORIENTATION  TAFE Assessment Day | 23/08 | 24/08 |
| **7**  ENTERTAINMENT Training Week 1  HOSPITALITY- Stage 4 | 27/08 | 28/08 | 29/08 | 30/08 | 31/08 |
| **8**  ENTERTAINMENT Training Week 2  HOSPITALITY- Stage 4 | 3/09 | 4/09 | 5/09 | 6/09 | 7/09 |
| **9** | 10/09  HOSPITALITY- Stage 4 | 11/09 | 12/09 | 13/09 | 14/09 |
| **10**  HOSPITALITY- Stage 4 | 17/09 | 18/09  IST - INFORMATION TECHNOLOGY | 19/09 | 20/09 | 21/09 |
|  | 24/09 | 25/09 | 26/09 | 27/09 | 28/09 |

DEC Term 4

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| **Week** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
|  | 1/10  LABOUR DAY | 2/10 | 3/10 | 4/10 | 5/10 |
| **1** | 8/10  IST – HOSPITALITY - Stage 5 (Group 1) | 9/10 | 10/10 | 11/10 | 12/10 |
| **2**  IST - HOSPITALITY - Stage 5 (Group 2) | 15/10 | 16/10 | 17/10 | 18/10 | 19/10 |
| **3**  IST - HOSPITALITY - Stage 5 (Group 3) | 22/10 | 23/10 | 24/10 | 25/10 | 26/10 |
| **4** | 29/10 | 30/10 | 31/10 | 1/11 | 2/11 |
| **5** | 5/11 | 6/11 | 7/11 | 8/11 | 9/11  RVECs Submit  Cert IV TAE  projects to TAFE |
| **6** | 12/11  IST - PRIMARY INDUSTRIES  IST RETAIL | 13/11 | 14/11 | 15/11 | 16/11 |
| **7** | 19/11 | 20/11 | 21/11 | 22/11 | 23/11 |
| **8**  IST - PRIMARY INDUSTRIES | 26/11 | 27/11 | 28/11 | 29/12 | 30/12 |
| **9** | 3/12 | 4/12 | 5/12 | 6/12 | 7/12 |
| **10** | 10/12 | 11/12 | 12/12 | 13/12 | 14/12 |
| **11** | 17/12 | 18/12 | 19/12 | 20/12 | 21/12 |
|  | 24/12 | 25/12 | 26/12 | 27/12 | 28/12 |

**VET ICF TEACHER TRAINING NOMINATIONS Semester 1: 2012**

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| --- | --- | --- |
| **Region**: | **RVEC**: | |
| **SEG**: | **Contact Phone**: | |
| Nominations **endorsed by** Regional Committee:  (*Signature - Committee Chairperson)* | | **Date**: |

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| **Name** | **School** | | **ICF Course**  (+ Stream) | **Benchmark** (Correct & printout attached) | **Academic Transcript** (Attached for Hospitality, Construction and Metal & Engineering | | **Source of Funding**  (Must reflect Application form) | **Cost**  ($) | **\*\* RPL Requested** | **Comment** |
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|  | | | | | | | TOTAL: |  |  |  |
| **\*KEY for Funding – Semester 1: 2010**  **REP** = Replacement  **RTO** = RTO  **SCH** = School  **SELF** = SELF | | **\*\*Key for RPL**  **E** = Entry  **IST** = Industry Specific Training  **IP** = Industry Placement  **FA** = First Aid  **OH&S** = CIC Card  **AWT** or **TAA** = Cert IV | | | | **PLEASE NOTE:**   * **RTO** – RTO participants are **NOT** funded through allocation funds from VET Teacher Training but through some other source as determined by the Regional committee). | | | | |

**VET ICF TEACHER TRAINING NOMINATIONS Semester 2: 2012 (Include Priority Listing)**

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| **Region**: | **RVEC**: | |
| **SEG**: | **Contact Phone**: | |
| Nominations **endorsed by** Regional Committee:  (*Signature - Committee Chairperson)* | | **Date**: |

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| **Priority** | **Name** | **School** | **ICF Course**  **+ Stream** | **Benchmark** (Correct & printout attached) | **Academic Transcript** (must be attached for Hospitality, Construction and Metal & Engineering | **Source of Funding**  (Must reflect Application form) | **Cost**  ($) | **\*\* RPL Requested** | **Comment** |
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| **\*KEY for Funding – Semester 1: 2010**  **REP** = Replacement  **ALL** = Allocation  **RTO** = RTO  **SCH** = School  **SELF** = SELF  *Note: Must reflect funding source indicated on teacher Application Form* | **\*\*Key for RPL**  **E** = Entry  **IST** = Industry Specific Training  **IP** = Industry Placement  **FA** = First Aid  **OH&S** = CIC Card  **AWT** or **TAA** = Cert IV | **PLEASE NOTE:**   * **RTO** – RTO participants are **NOT** funded through allocation from VET Teacher Training but through some other source as determined by the Regional committee. * Allocation funding is used to fund NEW participants. |

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